

CONFIDENTIAL

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9 March 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : OTR Interim Progress Report on Savings

1. Attached is a copy of OTR reports broken down by categories. Savings reported are indicated on the last page of the spread sheet under Category #8, and are all ADP type reports submitted by the Instructional Support Staff (ISS) which have been cancelled. These reports are underlined in red.

2. We do not have as yet a listing of reports which will be changed in content or frequency or which will be merged with other reports.

3. The reports which have been eliminated, with the dollar savings involved, are recapped below:

<u>Control #</u>	<u>Title of Report</u>	<u>Annual Cost</u>
DDS/OTR/ISS-52	Training Category Transactions Errors	\$10,514.05
DDS/OTR/ISS-53	Training Category Dictionary	\$10,537.30
DDS/OTR/ISS-54	Internal Training Statistical Report by Office	\$10,516.75
DDS/OTR/ISS-55	External Training Statistical Report by Office	\$10,516.50
DDS/OTR/ISS-56	Internal Training by CT Program	\$10,514.50

16 MAR 1971